



## COMPETITIVE NEGOTIATION AND SMALL PURCHASES CONTRACTING DOCUMENTATION

This format should be used for contracts for professional services and other procurement to document compliance with Federal procurement standards.

1) Grant Number: \_\_\_\_\_

2) Contract Type: ☐ Professional Services  
☐ Printing  
☐ Equipment/Supplies  
☐ Other

3) Addressees of Contractors Contacted

A	Name of Firm:	_____	Contact Name:	_____
	Street Address:	_____		
	City:	_____	State:	_____ Zip Code _____
	Work Telephone:	_____	Work E-mail:	_____
B	Name of Firm:	_____	Contact Name:	_____
	Street Address:	_____		
	City:	_____	State:	_____ Zip Code _____
	Work Telephone:	_____	Work E-mail:	_____
C	Name of Firm:	_____	Contact Name:	_____
	Street Address:	_____		
	City:	_____	State:	_____ Zip Code _____
	Work Telephone:	_____	Work E-mail:	_____
D	Name of Firm:	_____	Contact Name:	_____
	Street Address:	_____		
	City:	_____	State:	_____ Zip Code _____
	Work Telephone:	_____	Work E-mail:	_____
E	Name of Firm:	_____	Contact Name:	_____
	Street Address:	_____		
	City:	_____	State:	_____ Zip Code _____
	Work Telephone:	_____	Work E-mail:	_____
F	Name of Firm:	_____	Contact Name:	_____
	Street Address:	_____		
	City:	_____	State:	_____ Zip Code _____
	Work Telephone:	_____	Work E-mail:	_____
G	Name of Firm:	_____	Contact Name:	_____
	Street Address:	_____		
	City:	_____	State:	_____ Zip Code _____
	Work Telephone:	_____	Work E-mail:	_____

**4) Comparative Summary of Responses Received (must be AT LEAST 3 firms)**

Use letter identifier from previous page.

Letter ID or Firm Name	Date quote obtained	Price Quote	Obtained how?
A.			
B.			
C.			
D.			
E.			
F.			
G.			

**5) Basis for Selection:** ☐ Lowest Price ☐ Other

For the purposes of an SAT Grant, Selection criteria DOES NOT have to be lowest price, however, the explanation for the basis used must be described:

Signature of Grantee Official

Title

Date